

Photograph/Signature Guidelines for ADR/PDP Cards

Photographs and Signatures

All applications must include a recent photograph and must be a true likeness of the applicant. Please follow the guidance below. The signature must be in thick BLACK ink. If the photograph or signature that you send does not meet these requirements, we will ask you to supply another one - which will delay your application.

The photograph must:

- be recent (taken within the last month)
- be passport-sized (45 millimetres (mm) high x 35 millimetres (mm) wide)
- be printed in colour, not black and white
- be taken against a light-coloured background that enables facial features to be clearly distinguishable against the background
- be a close-up of the full head and shoulders
- be undamaged, for example by creases from paperclips/folds or ink marks
- be clear, sharp and in focus (not blurred) and in proportion (not distorted)
- have a strong definition between the face and the background

The photograph must show:

- the applicant facing forward, looking straight towards the camera
- the eyes open and clearly visible, with no heavily tinted glasses covering the eyes
- no hats or head coverings, unless one is worn for religious beliefs or medical reasons
- nothing covering the outline of the nose or mouth

Signatures

The signature MUST be in thick BLACK ink otherwise SQA may ask you to provide another one.

Please note that photographs become part of our official records. We will not return them.



X background too busy



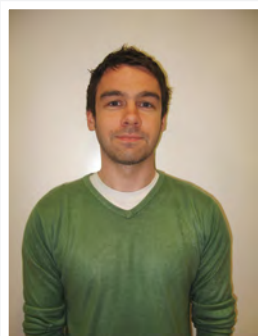
X no sunglasses



X picture blurred



X no hats



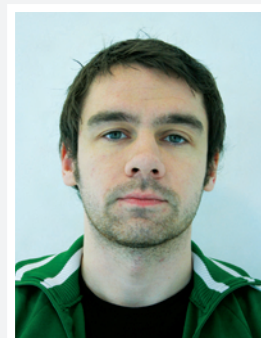
X too far away



X too close



✓ correct photo



✓ correct photo